



GROWTH & TRANSPORTATION EFFICIENCY CENTER PLANNING GUIDE

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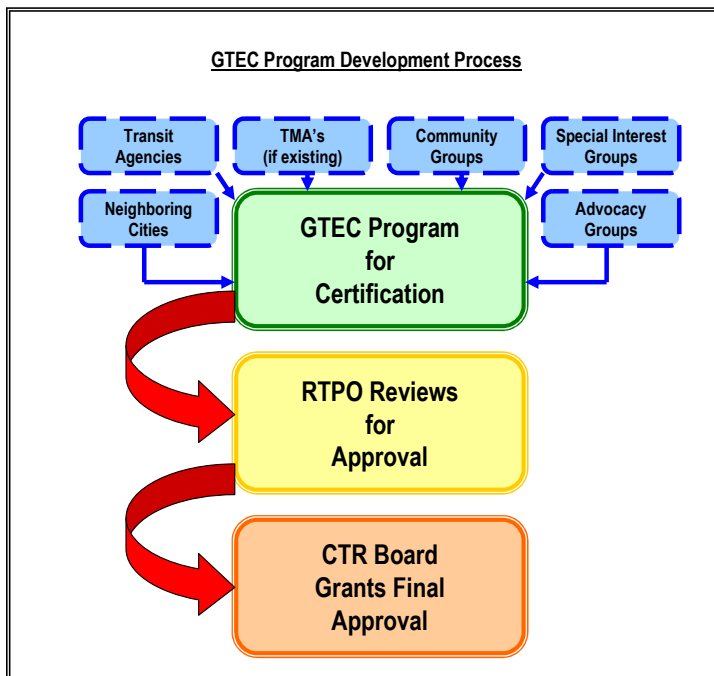
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The goal of the Growth and Transportation Efficiency Center (GTEC) program is to provide greater access to employment and residential centers while increasing the proportion of people not driving alone during peak periods on the state highway system. Counties, cities and towns may designate existing or new activity centers as GTECS in order to establish a TDM program in the designated area.

Under the Commute Trip Reduction (CTR) Rules, WSDOT has established the method for Regional Transportation Planning Organizations (RTPOs) to evaluate and certify that designated GTECs meet the minimum requirements and are therefore eligible for funding. In order to be certified by the applicable RTPO as eligible for state funding provided for GTECS, the jurisdiction must submit a GTEC application to the applicable RTPO that fulfills the following requirements:

1. Describes how the GTEC meets the minimum land use and transportation criteria established by the RTPO as part of the regional CTR plan;
2. Includes a copy of the GTEC program plan and the required elements identified in Section II of this rule;
3. Identifies when and how the GTEC program plan will be incorporated into future updates or amendments of the applicable local comprehensive plan; and
4. Includes letters of support for the GTEC program plan from partners that are expected to contribute resources to the plan or intend to work with the local jurisdiction to develop future strategies and funding resources for the GTEC.

Process for Developing GTEC



This guide was developed to assist jurisdictions prepare their GTEC program plans. The CTR rules give jurisdictions a great deal of flexibility in designing their GTEC programs. This guide has been written as series of steps to help jurisdictions prepare their GTEC program for certification and offers helpful suggestions to address the requirements. The GTEC program template is attached to the GTEC guide.

The guide contains the following sections:

- I. Executive Summary
- II. Background Information
- III. Program Goals and Measurement
- IV. Program Strategies
- V. Financial Plan
- VI. Organizational Structure For Implementing Program
- VII. Public Outreach
- VIII. Relationship to Local CTR Plan

Acronyms Used in This Guide:

CTR: Commute Trip Reduction
FAR: Floor Area Ratio
GTEC: Growth and Transportation Efficiency Center
RTPO: Regional Transportation Planning Organization
TDM: Transportation Demand Management
TOD: Transit Oriented Development
VMT: Vehicle Miles Traveled

The Growth and Transportation Efficiency Center (GTEC) builds upon the jurisdiction's CTR plan. For this section, jurisdictions should prepare an executive summary that summarizes the jurisdiction's vision for the GTEC, how the GTEC relates to the base CTR program, and how the plan's success will affect transportation access to and within the center. It should also include summaries of the following:

- Vision of the GTEC and how it relates to the base CTR program
- GTEC program goals and targets
- GTEC target population
- Proposed GTEC program strategies
 - ✓ Policy and service changes
 - ✓ Land use strategies
 - ✓ Marketing and incentive programs
- Key funding and service partnerships



The Lloyd Center in Portland, Oregon is an example of a successful partnership that increased the use of public transportation and other commute options.

Jurisdictions are required to prepare background information regarding the GTEC program. The jurisdiction must describe how the GTEC meets the minimum land use and transportation criteria as established by the regional transportation planning organization. It is not intended for jurisdiction to prepare a large amount of new information for applying for a GTEC program certification. Jurisdictions are encouraged to use information in existing plans and programs, such as their local comprehensive plans, unified development codes, transportation improvement programs, economic development plans, and other documents, as much as possible in order to develop the GTEC program plan.

Step 1. *Prepare Background Information and Describe Vision of GTEC*

Jurisdictions should also provide a description of the geographic boundaries of the GTEC. It must document that the GTEC is located within an urban growth area. The jurisdiction's vision for the GTEC should be described including information from the local comprehensive plan, other transportation plans and programs, and funded transportation improvements.

To assist in the preparation of the background information, jurisdictions are encouraged to use GIS to prepare a map of the GTEC and show its relationship to jurisdiction's existing and planned land use and transportation plans.

HINT:

For an example of how GIS can be used to analyze background information of a GTEC, please see Appendix D.

Step 2. *Prepare Evaluation of Existing Conditions and Characteristics for Land Use and Transportation (Baseline Conditions)*

Jurisdictions are required to evaluate the significance of local conditions, characteristics and trends to highlight factors that are considered critical to the success of the plan. The state intends that the applicable RTPO, local transit agencies, state agencies and other entities, as appropriate, assist this process by providing data and plans and by discussing issues with jurisdictions.

The program plan should describe existing and projected future population, employment, land use, and transportation conditions to establish a baseline context. In highlighting the most critical factors, the local jurisdiction may choose to include the following elements:

Step 2a. Describe Existing Land Use

Seattle's Downtown includes a mix of uses and high density population and employment.

- ✓ Where are the general locations and extent of:
 - Housing
 - Commerce
 - Industry
 - Recreation
 - Open Spaces
 - Public Utilities
 - Public Facilities
 - Other Land Uses
- ✓ What are the population densities and building intensities?
- ✓ Is there a mix of land uses?
- ✓ Where are residential locations in relation to employment locations?

Step 2b. Describe Existing Transportation Network

- ✓ Where are the major origins and destinations of trips, including traffic impacts of activity to, from, and within a GTEC to state-owned transportation facilities?
- ✓ Is there a transit service network and what is the level of service including unused capacity and facilities?
- ✓ What is the available capacity and performance of other high occupancy vehicle (HO) systems serving the GTEC?



Everett recently completed its Colby Avenue Improvement Project which is designed for pedestrians and bicyclists.

- ✓ What are the public and private parking capacity, pricing, and development standards (minimums, maximums, and incentives to reduce parking)?
- ✓ Is there a street, sidewalk, and trail/bicycle path network used by bicyclists and pedestrians? How well is it used?
- ✓ What is the estimated commute mode share in the GTEC for transit, rideshare, bike and walk for all employers?
- ✓ What are the number and size of CTR-affected employers and commute mode share by CTR employees?

- ✓ What local and regional transportation demand management strategies are available to businesses in the GTEC, including incentives and programs that promote non-drive alone trips?

Step 2c. *Describe Local and Regional Economic Development Plans*

- ✓ What plans are available which guide economic growth in the GTEC?
- ✓ What are the different types of business activities in the GTEC?
- ✓ What, if any, transportation issues are identified as challenges or opportunities in the economic development plans?

Step 3. *Prepare an Evaluation of Future Conditions and Characteristics (Baseline Conditions)*

Jurisdictions are encouraged to use existing data, plans and programs to describe anticipated and desired changes in the future. Jurisdictions should consider how future growth will affect transportation access to the GTEC. Factors may include:

- ✓ What is the projected population and employment growth for at least 10 years and 20 years?
- ✓ What are the projected changes in land use types and intensities for at least 10 years and 20 years?
- ✓ What are the forecasts of traffic, delay, mode share, and parking needs for at least 10 years to provide information on the location, timing, and capacity needs of future growth, as well as to describe the costs to accommodate growth under the status quo (for example, describing the projected parking costs, delay, and other costs that will be incurred from future growth)?
- ✓ What plans, policies and capital programs for the provision of infrastructure, services and amenities to support planned growth and reduce drive alone trips, including additional transit routes, HOV capacity, pricing strategies and non-motorized facilities and amenities does the GTEC currently have?

Step 4. *Prepare a Gap Analysis*

Based on the existing and future conditions, the jurisdiction should identify the mix of services, policies, and programs, and investments that are needed to significantly increase the non-drive alone travel markets as the area grows in the future. Jurisdictions should then identify the gaps between what services, programs, and investments are currently available versus what will be needed in the future.

To accurately assess the gaps, jurisdictions are encouraged to contact appropriate representatives of local transit agencies, the applicable RTPO, business

associations and economic development organizations, non-profit transportation and land use advocacy organizations, public health agencies, residents, employees, and businesses that will be affected by the GTEC. They should be consulted to help define the problem and provide their perception of what services, policies and programs are needed to develop and grow non-drive alone travel markets.

Jurisdictions should evaluate, but are not limited to, the following issues as part of the gap analysis:

- ✓ Identification of deficiencies in the street, sidewalk, and trail/bicycle path network for bicyclists and pedestrians.
- ✓ Identification of deficiencies in end of trip facilities (i.e., bike parking, storage and shower/locker facilities) necessary to support bicyclists and pedestrians in a manner that is consistent with mode share goals.
- ✓ Identification of transit level of service deficiencies and needs.
- ✓ Evaluation of land use and transportation regulations, including parking policies and ordinances, streetscape design standards, development requirements, level of service standards, and zoning to determine the extent that they can attract and maintain a mix of complementary land uses, particularly uses that generate pedestrian activity and transit ridership, and reduce the need for non-drive alone travel.
- ✓ Evaluation of how the jurisdiction's concurrency policies, assessment of impact fees, and other development requirements will contribute or detract from the effectiveness of the GTEC program.
- ✓ Evaluation of potential TDM services and investments.



Jurisdictions should examine their parking policies.

The state's goal of the GTEC program is to provide greater access to employment and residential centers while increasing the proportion of people not driving alone during peak periods on the state highway system. The GTEC program plan's established goals and targets should be more aggressive than the minimum goal for the urban growth area established by the jurisdiction [RCW 70.94.528 (1) (c)]. The GTEC's established goals and targets should be designed to maintain or improve transportation access and increase the proportion of non-drive alone travel as the area grows. The goals and targets should be designed to support achievement of local and regional goals for transportation and land use.

Step 1. Set Goals and Targets for GTEC

Jurisdictions have flexibility in establishing GTEC goals and targets, as long as the targets are certified by the RTPO to be more aggressive than the minimum drive alone and VMT targets for the CTR program established by the state. The RTPO will certify that the GTEC program targets meet this standard if the GTEC program target is to reduce, on a relative or absolute basis, more drive alone trips or more vehicle miles traveled than the minimum base CTR program target in the urban growth area.

Examples of targets for a GTEC program:

- A relative target would be a higher percentage reduction in drive alone (i.e., 11 percent drive alone versus 10 percent drive alone) and VMT per CTR commuter than the base program target.
- An absolute target would be a greater number of drive-alone trips reduced (i.e., reducing 150 drive alone trips for the GTEC target population versus 100 trips for the base program).

Target Population	Goal for Drive Alone Rate	Goal for VMT
Commuters in Downtown	Minimum of 11% reduction	Minimum of 14% reduction
Residential Population in Downtown	Reduce 150 drive alone trips among residents in Downtown.	Reduce total VMT among residents in Downtown by 5000 miles.

Step 2. *Establish Performance Measures*

The purpose of establishing performance measures is to monitor progress for achieving the vision and goals of the GTEC. The GTEC program's performance must be measured at least once every two years. The jurisdiction is required to describe how the program will be measured in a manner that meets the standard of the GTEC measurement guidelines established by WSDOT.

Step 2a. *Set Baseline Rates*

Jurisdictions should set baseline rates for their target populations. The baseline measurement must be made in a manner that is consistent with the GTEC measurement guidelines. To set the baseline rates of the drive alone and VMT rates of the target populations, the jurisdiction will be required to conduct a survey of the target populations. The jurisdiction may opt to use the CTR survey and take a representative sample of the target population to obtain the required information. When reporting the results, the jurisdiction should describe how the information was collected.

Step 2b. *Establish Methodology for Measuring Progress*

The GTEC program plan should describe the methodology for measuring the program's performance. Every two years after the base year measurement, the jurisdiction should measure the GTEC's program performance in order to assess progress toward the established GTEC goals and targets.



The GTEC program could help to reduce drive alone trips on SR 520

For example, if one of the established goals of the GTEC is to reduce drive alone trips among commuters by 15%, the jurisdiction may choose to conduct a sample survey of commuters in the GTEC to determine the percentage of commuters that drive alone. The program's measurement methodology should be consistent with the GTEC guidelines established by WSDOT. Contact WSDOT for a copy of the measurement guidelines.

HINT:

For help on estimating the benefits of a trip reduction program, see Appendix H.

After the jurisdiction and its partners have defined the problem and established a program goal, it should develop strategies to close the gap and meet the goal. The state recognizes that program strategies will vary across the state, depending on local conditions, needs, and resources. The jurisdiction must identify services and strategies that will help achieve the GTEC goals and targets, or the plan may not be accepted for certification. The jurisdiction should also indicate when the services and strategies will be implemented.

Recognizing that the involvement of other agencies will be needed to help achieve the GTEC program goals, the jurisdiction should identify other partner agencies and list strategies that they will help implement. For example, if the GTEC is planning to implement additional transit services, the transit agency will be required to confirm that they will attempt to provide the service. In Section VI, the jurisdiction will identify the GTEC partners in the proposed organization structure.

The program plan, while describing possible strategies, shall include the following information:

Step 1. *Identify Proposed Target Population*

The jurisdictions should identify the specific population it is trying to address, i.e. residential, commuter, etc. Based on the target population, the program will be tailored to address the needs of that particular population.



Kitsap County has a large commuter population that relies on the Washington ferry system.

Step 2. *Identify New Strategies and Programs*

The purpose of this section is to identify strategies and programs that will help the jurisdiction make progress toward achieving its GTEC program goals. This section should be given the most time and effort and should be done through consulting other parties for input. Recommendations for local services and strategies will determine the jurisdiction's work program and have an impact on the funding needs. The GTEC program may include but is not limited to the following strategies:

Step 2a. *Identify Improvements for Policies and Regulations*

Based on the review of the existing policies and regulations, the jurisdiction should identify what policy and regulation changes could be made that will help the jurisdiction's GTEC make progress toward meeting its GTEC goals.

Comprehensive Plan Policies

Based on the review of the jurisdiction's existing comprehensive plan policies, the jurisdiction will identify any missing policies that may be important for integrating the GTEC program with its comprehensive planning goals.

Land Use and Zoning Code Regulations

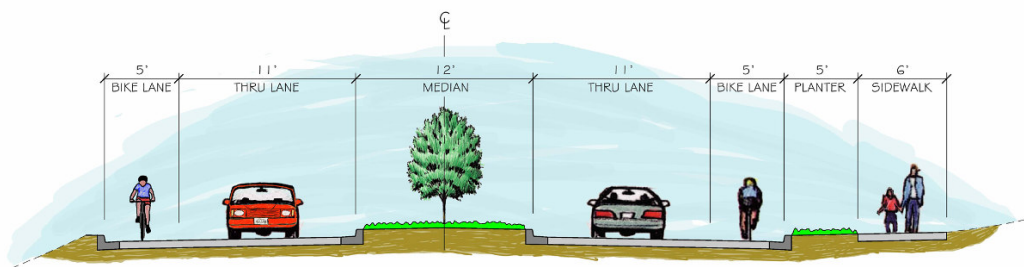
Land use changes may include changing the zoning in some areas to allow more density. Changes may also include reducing the amount of parking required for new development. Jurisdictions should incorporate mixed use development where possible.



Jurisdictions may want to increase densities for some areas.

Street Design Standards

Changes to the street design standards may include changes to improve the bicycle and pedestrian environment. It may also include changes to make the streetscape more transit-oriented.



Example of pedestrian friendly street design.

Concurrency Regulations

Changes to the jurisdiction's concurrency regulations may include giving developers credit for implementing trip reduction measures.

Step 2b. Identify Services and Facilities

The jurisdiction will identify planned improvements to its services and facilities that will help the jurisdiction's GTEC make progress toward its goals. Services and facility improvements may include items that are part of the jurisdiction's capital investment plan and the transit agency's capital improvement plan. Items that the jurisdiction may consider include:

- ✓ High occupancy vehicle lanes
- ✓ Transit services
- ✓ Vanpool services and vehicles
- ✓ Ride matching services
- ✓ Car sharing services
- ✓ Transit facilities
- ✓ Bicycle and sidewalk facilities



Community Transit provides services for Snohomish County.

Step 2c. Identify Marketing and Incentive Programs

The jurisdiction will describe various plans and efforts to implement the marketing and incentive programs that will help reduce drive alone trips and vehicle miles traveled. These elements may include:

- ✓ Employer outreach
- ✓ Area wide promotions
- ✓ Transit pass discounts
- ✓ Parking cash-out programs
- ✓ Carpool subsidies
- ✓ Parking charges and discounts
- ✓ Preferential parking
- ✓ Flexible work schedules
- ✓ Program to allow employees to work at home or at a closer worksite
- ✓ Individualized marketing programs
- ✓ Neighborhood social marketing programs



The Flexpass program is an example of a successful transit pass program.

Step 3. *Develop a Schedule for Implementing Services and Strategies*

The jurisdiction is required to develop a schedule for implementing the services and strategies for the GTEC program. In particular, the jurisdiction should identify the date on which the GTEC will be incorporated into the future updates of their comprehensive plan.

Step 4. *Propose a System of Measurement and Reporting*

The jurisdiction is required to develop a proposed system of measurement and reporting. The purpose of developing a system of measurement and recording is to track progress for implementing the strategies that were identified for the GTEC program plan.

Examples of performance measures:

- ✓ Implementation of transit services and transit facilities
- ✓ Implementation of bicycle and pedestrian facilities
- ✓ Number of housing units built
- ✓ Number of new gross square feet of office, retail, and other types of development
- ✓ Level of service results on local and state transportation facilities
- ✓ Implementation of policy changes and regulations

The program plan shall include a sustainable financial plan that demonstrates how the jurisdiction plans to implement the GTEC program to meet its trip reduction goals. The plan shall describe resources from public and private sources that are reasonably expected to be made available to carry out the plan, and recommending any innovating financing techniques consistent with RCW 47.29, including public/private partnerships, to finance needed facilities, services, and programs. The plan shall describe how locally derived funding resources will be leveraged as a match to state GTEC program funds allocated through the CTR board according to its funding policy.

The plan should describe the jurisdiction's contingency plan if anticipated funds do not become available to support the plan. Jurisdictions may consider using other state TDM funding resources, including the trip reduction performance program, the vanpool investment program, rideshare tax credit, and the regional mobility grant program, in funding their GTEC programs.

There is a variety of revenue sources that the jurisdiction may want to include. Revenue sources may include the jurisdiction's CTR grant allocation, capital improvement program funds, general operating budget funds and grants that have been awarded to the jurisdiction. Only funds that directly benefit the jurisdiction's GTEC program should be included.

After identifying the available funding sources, the jurisdiction should identify the GTEC program expenses which include policy changes, infrastructure improvements, services, marketing and incentive programs. Tables in the model GTEC plan have been provided to help jurisdictions prepare its financial plan.

As a part of preparing a sustainable financial plan, the jurisdiction should identify financial gaps in funding their GTEC program. This information will be useful for identifying future funding needs.

Step 1. *Identify Funding Sources*

A. *WSDOT GTEC Grant*

The WSDOT GTEC Grant is the annual allocation that is given to jurisdictions to help them administer their GTEC programs. For information, contact the WSDOT Public Transportation and Rail Division CTR section.

B. *Local Jurisdiction Operating Funds and Capital Investment Program Funds*

Local jurisdictions resources include funds from their operating budgets and capital investment programs. Capital investment programs funds are usually earmarked for certain projects such as bicycle and sidewalk facilities, ITS equipment and road improvements. Only local funds that directly benefit CTR work sites should be included in the revenues.

C. *Federal Funds*

Federal funds include grants from the Congestion Mitigation and Air Quality Improvement Program, Surface Transportation Program, and the Federal

Transit Administration. Jurisdictions should consider opportunities for obtaining funds from the next cycle of the Surface Transportation Program which will begin in fall 2008. For more information about federal funds, contact your local RTPO.

D. Employer Contributions

These funding sources include contributions (both financial and in-kind) from employers that benefit the jurisdiction's CTR program. Employer contributions do not include expenses for employee transportation benefits, e.g. transit pass subsidies, transportation subsidies, etc.

E. Other State Funding Sources

Funding sources include other state programs that provide assistance to programs that can contribute help to make progress toward CTR goals. Funding sources may include the following:

1. Trip Reduction Performance Program
2. Vanpool Grant Program
3. Regional Mobility Grant Program
4. Pedestrian and Bicycle Safety Program
5. Safe Routes to Schools Program

F. Construction TDM Funds

Funds may be available through construction mitigation programs. These programs can be used to enhance the City's CTR program and provide program assistance to CTR work sites.

V. FINANCIAL PLAN

Source of Funding	Responsible Agency	Estimated Amount FY 2008	Estimated Amount FY 2009	Estimated Amount FY 2010	Estimated Amount FY 2011	Estimated Total Amount
GTEC Grants	WSDOT	\$.00	\$.00	\$.00	\$.00	\$.00
Other State Funds	WSDOT, CTED	\$.00	\$.00	\$.00	\$.00	\$.00
CMAQ Funds	RTPO	\$.00	\$.00	\$.00	\$.00	\$.00
Local Funds from Operating Budgets	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Capital Investment Program	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Transit Revenue	Transit Agency	\$.00	\$.00	\$.00	\$.00	\$.00
Employer Contributions	TMA or Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Developer Contributions	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
Mitigation Funds for Construction Projects	Local Jurisdiction	\$.00	\$.00	\$.00	\$.00	\$.00
TOTAL		\$.00	\$.00	\$.00	\$.00	\$.00

Step 2. *Identify Program Expenses****A. Administration***

Program administration includes activities such as monitoring the development of the GTEC, administering changes to the jurisdiction's comprehensive plan, applying for grants, and reporting progress to WSDOT.

B. Facilities

Facilities include capital elements that help to reduce the number of drive alone trips. Elements include high occupancy vehicle lanes, bicycle lanes, sidewalks, transit signal priority improvements, and bus shelters.

C. Services

Services include elements that support transit and ridesharing. Elements include transit services, assistance with the formation of vanpools, car sharing and ride matching services.

D. Marketing

Marketing includes activities that help to promote and increase awareness of commute options among commuters and residents. Activities include the development and distribution of transit and ridesharing information, promotional campaigns, web sites to promote commute options programs, and outreach to employers.

E. Incentives

Incentives include transit pass discount programs, subsidies for vanpool programs, and other contributions to encourage employers to participate in commute options programs.

V. FINANCIAL PLAN

Expense	Responsible Party	Estimated Amount FY 2008	Estimated Amount FY 2009	Estimated Amount FY 2010	Estimated Amount FY 2011	Estimated Total Cost
Prepare local GTEC plan and ordinance		\$.00	\$.00	\$.00	\$.00	\$.00
Administer GTEC program (contract management, program measurement, annual reporting, coordination meetings)		\$.00	\$.00	\$.00	\$.00	\$.00
Conduct employer outreach		\$.00	\$.00	\$.00	\$.00	\$.00
Implement supporting transit services		\$.00	\$.00	\$.00	\$.00	\$.00
Implement supporting transit facilities		\$.00	\$.00	\$.00	\$.00	\$.00
Implement supporting vanpool services		\$.00	\$.00	\$.00	\$.00	\$.00
Implement bicycle and pedestrian facilities		\$.00	\$.00	\$.00	\$.00	\$.00
Offer program incentives		\$.00	\$.00	\$.00	\$.00	\$.00
Car sharing services		\$.00	\$.00	\$.00	\$.00	\$.00
Conduct special area wide promotions		\$.00	\$.00	\$.00	\$.00	\$.00

Step 3. *Identify Financial Gaps*

Based on the expected revenues and expenses of the jurisdiction's GTEC program, the jurisdiction should identify funding for additional services and strategies that are needed to support the CTR program. While these services and strategies are not reasonably expected to be funded in the jurisdiction's GTEC plan, it is important to identify these services and strategies and identify the funding gaps. The jurisdiction should also identify a potential funding source for filling the gap.

Example:

Service or Strategy	Target Population	Financial Gap (Costs – Available Funding)	Potential Funding Source
Provide transit passes to residents who live in the GTEC to increase transit ridership.	Residents living in the GTEC.	\$ 100,000.00	CMAQ grant funds

The program plan should include a proposed organizational structure to implement and administer the program. The proposed organizational structure shall conform to the GTEC organizational guidelines and models provided by WSDOT. Under each agency or organization, the jurisdiction should list tasks that they are responsible for and identify a schedule for implementing the task as shown in the GTEC form.

Example of Proposed Organizational Structure

Agency	Area of Responsibility
Local Jurisdiction	Lead agency for implementing the vision of the GTEC; sets vision for GTEC and adopts vision into the comprehensive plan. Develops local policy and regulations, particularly for new development and jurisdiction-owned facilities. Manages on-street parking supply and sets regulations for on-street parking.
Transit Agency	Responsible for administering transit services that serve the GTEC; also responsible for administering transit facilities and rideshare programs. Help support activities to increase awareness of transit and ridesharing options to commuters and residents.
Transportation Management Association or Business Association	Jurisdictions may choose to implement a Transportation Management Association (TMAs) for the GTEC. TMAs can help provide marketing and education programs, conduct promotional events, and special programs designed to achieve mode share goals.
Major Employers	Responsible for implementing trip reduction programs to reduce drive alone trips and VMT among their employees.
Residential Groups	Responsible for implementing trip reduction programs to reduce drive alone trips and VMT among residents.
Special Advocacy Groups	Responsible for increasing awareness of travel options and working with jurisdictions to implement various projects such as bicycle and pedestrian facilities, transit service improvements, etc.

The jurisdiction should invite representatives of local transit agencies, the applicable RTPO, business associations and economic development organizations, non-profit transportation and land use advocacy organizations, public health agencies, residents, employees, and businesses that will be affected by the GTEC to participate in the development of the GTEC program plan.

As part of the program development process, the jurisdiction should share the findings of the land use and transportation assessment, gap analysis and potential services and strategies to address the gaps. Participating entities should be consulted to collaboratively develop the program's goals, targets, and program strategies.

After developing the draft GTEC program plan, participating entities should be given the opportunity to review and comment on the draft program plan before it is released to the public and submitted for certification to the RTPO.

Step 1. Consult with Other Agencies and Organizations

Listed below are suggested agencies and organizations that the jurisdiction should contact and give an opportunity to review and comment on the draft program plan:

- Local Jurisdiction
 - Department of Planning and Community Development
 - Department of Public Works
 - Department of Finance
 - Planning Commission
 - City or County Council
- WSDOT – Public Transportation and Rail Division
- Regional Transportation Planning Organization
- County
- Neighboring Cities, Surrounding County, and/or Neighboring Counties
- Major Employers
- Business Groups
- Transit Agencies
- Transportation Management Associations (TMAs)
- Community Groups
- Special Interest and Advocacy Groups
 - Transportation Choices Coalition
 - Futurewise
 - Cascade Bicycle Club
- Individuals



Puget Sound Regional Council

Step 2. *Submit Letters of Support*

The jurisdiction is required to submit the following additional information as part of their application for GTEC certification:

1. Copy of the jurisdiction's resolution to designate the GTEC and adopt the program plan.
2. Letter from the local transit agency endorsing the designation of the area as a GTEC.
3. Letters of support from partners that are expected to contribute resources.



Jurisdictions are required to submit supporting letters from their respective transit agency.

The GTEC program builds upon the jurisdiction's CTR plan. In this section, the jurisdiction should describe the relationship of the GTEC program plan to the base CTR program in the local CTR plan. Information in this section should include points about what the GTEC plan adds beyond the requirements and strategies in the base CTR program and expected benefits of the GTEC plan for the base CTR program.

Example:

Base CTR Program	GTEC Plan	Expected Benefits
Jurisdiction has set a target of reducing drive alone trips by 10% by 2011.	For the jurisdiction's Downtown sub area, this area has been designated as a GTEC. The plan calls for increasing transit ridership by 15%. To accomplish this goal, the jurisdiction will work in collaboration with the transit agency to provide transit pass subsidies and increase transit service.	The jurisdiction's GTEC has set a higher goal of reducing drive alone trips. This will allow more commuters traveling to the Downtown sub area more efficiently using the state's highway system.